A QUICK AND SIMPLIFIED GUIDE TO THE *MLA HANDBOOK* (9TH EDITION)

UPDATED FOR 9TH EDITION

MLA The Easy Way!

Houghton & Houghton

Peggy M. Houghton, PhD and Timothy J. Houghton, PhD

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MLA:
The Easy Way!
Updated for MLA 9th Edition

Peggy M. Houghton, PhD
Timothy J. Houghton, PhD

Editor: Michele M. Pratt

Education is one of the best investments you will ever make...
and our books maximize that investment!
Houghton & Houghton

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Preface

Houghton & Houghton have been working in the educational environment for a combined 50+ years. Throughout these years, different academic writing styles have evolved. MLA is one such style.

Our experience has allowed us to evaluate hundreds and hundreds of papers using the MLA style. Throughout the years, we have noticed the same consistent writing errors with the MLA format style. Hence, we have developed *MLA: The Easy Way!* (Updated for the 9th edition). This condensed handbook addresses the most commonly found errors utilizing the MLA writing style.

The book is divided into four sections. Section one provides specific details on how to set up a paper in Microsoft Word using MLA style. A detailed step-by-step process is included. Section two delves into the in-text citation formatting. Examples of the most frequently used in-text citations are provided. Also included in this section is an enhanced version of Plagiarism. The importance of plagiarism is discussed, and types of plagiarism are included. Section three covers the works cited page. Again, specific types of citations are explained, and examples are included. Finally, section four provides a sample paper. Components of the paper are detailed. Formatting tips are included, in-text citations are noted, and a works cited page is included.

NOTE: Throughout this book, both single-spacing and boldface type have been utilized. Although this is not in accordance with MLA writing style, both have been used to simply save space and/or highlight specific rules. In addition, names given throughout the book may be fictitious.

Part One:
Mechanics of MLA

Setting Up a Document Using Microsoft Word

The following are specific instructions for setting up an MLA document using Microsoft Word.

Margins

Margins

1. Select PAGE LAYOUT from the ribbon tabs. (***NOTE:*** for Word 2016, the wording on the ribbon tab is LAYOUT.)
2. Click on MARGINS and select NORMAL.

Alignment/Line Spacing

Alignment/ Line Spacing

1. Select HOME from the ribbon tabs.
2. Select the PARAGRAPH window (by clicking the icon to the right of the word *paragraph*).
3. Under ALIGNMENT, select LEFT.
4. Under LINE SPACING, select DOUBLE.
5. Under SPACING, set both BEFORE and AFTER to 0 pt. Click OK.

Font Type and Size

Font Type and Size

1. Select HOME from the ribbon tabs.
2. Select the FONT window (by clicking the icon to the right of the word *font*).
3. Select an easily readable font such as Times New Roman.
4. Select Size 12 (or anywhere between 11-13 points). Click OK.

Paragraph Indentation

Paragraph Indentation

1. Select HOME from the ribbon tabs.
2. Select the PARAGRAPH window (by clicking the icon to the right of the word *paragraph*).
3. At INDENTATION, set LEFT to .5". Click OK.

Hanging Indentation

Hanging Indentation

1. Select HOME from the ribbon tabs.
2. Select the PARAGRAPH window (by clicking the icon to the right of the word *paragraph*).
3. Under SPECIAL, choose HANGING. Under BY, select .5". Click OK.

Page Numbering

Beginning on the first page and running continually throughout the MLA document, a running head should be utilized. This running head appears right justified, one-half inch down from the top margin, and includes the author's last name, one space, and the appropriate page number. This can be accomplished by using the HEADER AND FOOTER function:

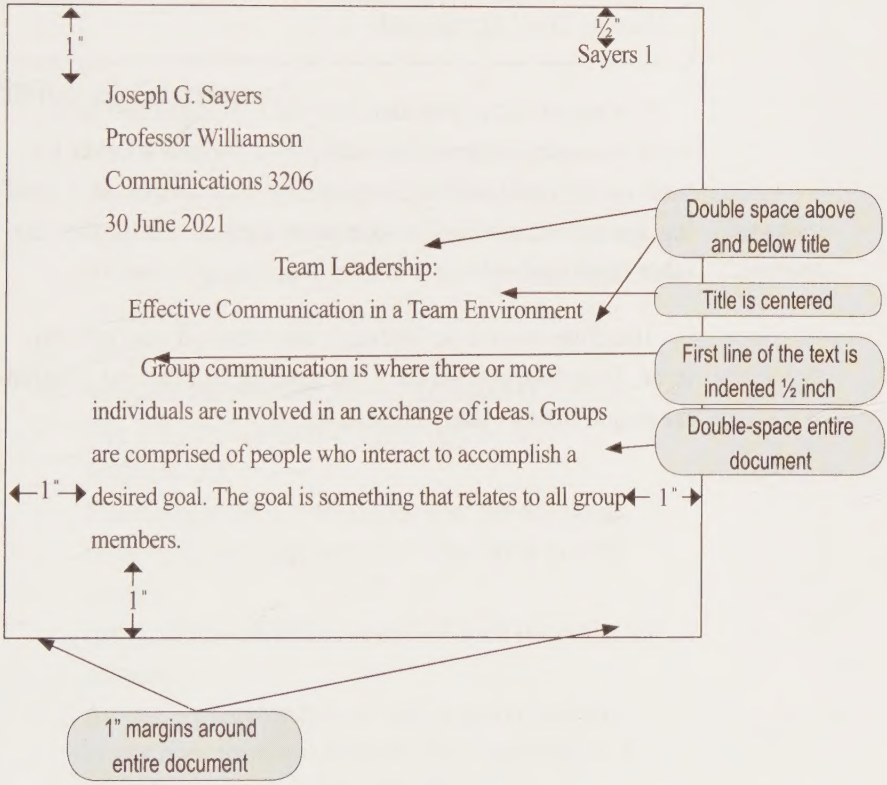
Page Numbering

1. Select INSERT from the ribbon tabs.
2. Select PAGE NUMBERS in the HEADER & FOOTER box.
3. Select TOP OF PAGE and the PLAIN NUMBER 3 example.
4. Type in the author's last name and one space.
5. Double click in the document and begin typing.

First Page of MLA Document

First Page of Document

At the left margin, one inch from the top of the page, the author's name, instructor's name, the course name and number, and the date are typed. Each element is double-spaced and typed on separate lines. Following these entries, the title is double-spaced and centered with all proper nouns being capitalized. The title should **NOT** be italicized, underlined, boldfaced, typed in all capital letters, or placed in quotation marks. Double-space between the title and the first line of the document.


1"
½"
Sayers 1
Joseph G. Sayers
Professor Williamson
Communications 3206
30 June 2021
Team Leadership:
Effective Communication in a Team Environment
Group communication is where three or more individuals are involved in an exchange of ideas. Groups are comprised of people who interact to accomplish a desired goal. The goal is something that relates to all group members.
1"
1"
1"
1"
Double space above and below title
Title is centered
First line of the text is indented ½ inch
Double-space entire document
1" margins around entire document

Internal Headings and Subheadings

Heading and subheadings organize writing and make the document flow more logically. Headings should be short, concise, and consistent. Levels of headings should be descending in level of importance. They should also be consistent in style and size (i.e. Level 1 headings should be consistent, Level 2 headings should be consistent, etc.) Typically, boldface type and larger font designates significance.

Headings

Heading Level 1 (Boldface type and larger font)

Heading Level 2 (Regular type)

Heading Level 3 (Italicized)

It is important to note that internal headings must have more than one instance. For example, if you use a Level 1 heading, you will need to have at least one other Level 1 heading somewhere within the document. The same is true for the other heading levels.

Headings should be flush left, not indented, and not centered. Double-space between the heading and the text. Capitalize major words within the heading.

Part Two:
In-text Citations

The Modern Language Association (MLA) dates back to 1883. The goal of the *MLA Handbook* is to standardize practices for writers and researchers. This handbook is widely used among the humanities, but high schools and colleges have also accepted it as a formalized writing style for many other academic disciplines.

Guidelines for MLA in-text citations include the following:

General Comments

General Comments

- Use 8 ½ by 11 inch (non-erasable type) paper.
- All pages contain a continuous running head with the author's surname (upper and lowercase lettering) followed by one space and the page number (positioned one-half inch from the top and flush with the right margin).
- Margins are one inch around the entire document.
- Use left justification only (no right or full justification).
- Double spacing is used throughout the document. (Examples are single spaced in this book to save space.)
- Paragraph indentation is one-half inch (from the left margin).
- An easily readable type or font is used (example: Times New Roman-12 point). The same type or font should be used throughout the paper.
- Bold type is only used for Level 1 headings.
- Print on only one side of the paper (unless otherwise directed by the instructor).

- Automatic hyphenating features on word processing programs are turned off.
- *Anonymous* or *Anon* is not used (if no author is cited).
- Professional credentials, titles, affiliations, and degrees are not used (PhD, JD, MD, Sir, Lady, Saint, etc.).
- Suffixes that are essential parts of the name are included when referencing a person for the first time (Jr., Sr., III, etc.).
- The name of a news or wire service should not be used in place of the name of an author.
- Works that are cited in text list the surname of the author(s) followed by the page number(s) where the work was found (in parentheses).

General Comments

NOTE: Credit may be provided with either a signal phrase or a parenthetical citation.

> Sinkowski attended the union strike event (97).
>
> There was strong attendance at the union strike event (Sinkowski, 97).

- Titles cited in text are italicized and listed in upper and lowercase lettering.
- Appropriate credit must be provided or the work may be considered plagiarized (and result in serious academic consequences). See the Avoiding Plagiarism section.
- All works cited in the text are cited on the *Works Cited* page. All works listed on the *Works Cited* page are cited within the text.

Title Page

Title Page

- Do not use a formal title page.
- Cite the author's name, instructor's name, course name and number, and date (military style) in the upper left corner of the first page.

Tables and Illustrations

- Use sparingly.
- Use as supplemental text material.
- Do not duplicate information already in the text.
- Assign arabic numerals and short titles.
- Locate as closely as possible to their mention in text.
- Include a short heading for every column.
- Use vertical spacing.
- Double space within.

A table is labeled as Table, given an Arabic numeral, and has a title. The label and title are flush left on subsequent lines. Major words within the title are capitalized. Do not capitalize the entire label name.

Table 2
Program Outcomes (POs) Direct Measures

Tables

Course	Direct Measure	PO Measured in Milestone Courses	PO Measured in Capstone Courses
BUS8000	Autobiographical Learning Plan	7-11	
BUS8920	Comprehensive Essay	1-4,7	
BUS8930	Qualifying Paper	1-5,7	
BUS8950	Proposal	1-5,7	
BUS9010	Dissertation		1-7

Adapted from: Center for Graduate Studies, DBA Program Annual Assessment Report 2019-2020, p. 9.

Other material that provides a visual illustration, such as a drawing chart, graph, etc., is labeled as a Figure (abbreviated Fig.). Similar to tables, it has an Arabic numeral and a title. Also, like tables, the label and title are flush left and occur on subsequent lines. Major words within the title are capitalized. Do not capitalize the entire label name.

Fig. 1
Most and Least Satisfying Experiences

Adapted from: Center for Graduate Studies. DBA Program Annual Assessment Report 2020-2021, p. 17.

Figures

Numbers

Numbers

- Numerals must be spelled out at the beginning of sentences.

> Nineteen ninety-nine was an interesting year!

- Numerals are spelled out when only one or two words are utilized.

> six
>
> seven thousand
>
> fourteen
>
> nine trillion

- If the paper involves frequent use of numbers (scientific or statistical research), write as numerals.

> The average annual rainfall for Massachusetts is 47.7 inches, while Michigan and Minnesota averaged 32.8 and 27.3, respectively.

- Write numbers as numerals for more than two words.

> 6.28
>
> 759
>
> 62.89
>
> 94,698

- Commas are inserted between the third and fourth digits from the right, the sixth and seventh, and so forth.
- Exceptions include page and line numbers, four-digit year numbers, and addresses.

> 6,785
>
> located on page 1654
>
> occurred in 1986 and 2006
>
> 62,000
>
> 3,254,064
>
> located at 1558 Rock Valley

- Write numbers as numerals when preceding technical units of measure.

> 11 millimeters
>
> 6 grams
>
> 157 gallons
>
> 16 amperes

- Write numbers as numerals for abbreviations, times, dates, addresses, pages, and symbols.

18 lbs.
859 14th Avenue
Page 16
$12.20
97"
6:06 a.m.
December 1, 1938
1596 Redbird Lane
8%

Numbers

- Write numbers as numerals when comparing data.

The temperature outside yesterday ranged from 42 degrees to 68 degrees.

- Use numbers and words in combination for large numerals.

8.6 trillion dollars
4.59 million coins

- Decades should be written out or articulated in numerals.

the 1960s
the sixties

- Use lowercase roman numerals for book pages numbered such as the following:

Page ii
Page xv

- Use uppercase Roman numerals for people's names.

Jacob VI
Charles Nelson Reilly III

Numbers

- Use the following for ranges of inclusive numbers within the text. (Commas should not be used if the inclusive ranges are page numbers.)

1-4 *is used for* 1 through 4
33-39 *is used for* 33 through 39
14-55 *is used for* 14 through 55
167-211 *is used for* 167 through 211
1,866-1,996 *is used for* 1,866 through 1,996

Page Numbers (as part of a parenthetical citation)

Page Numbers

- Do not use *page*, *p.* or *pp.*

2-6 *is used for* page 2 through page 6
11-15 *is used for* page 11 through page 15
222-36 *is used for* page 222 through 236
601-613 *is used for* page 601 through 613
1822-36 *is used for* page 1822 through page 1836

Quotation Marks

- Place quotation marks around words with special meaning or those purposefully misused. However, this should be used sparingly.

Quotation Marks

Judy Ross was obsessed with the fact that her "internal clock" was coming to an end.

I have an "uncle" in the furniture business.

- Use quotation marks for translation of foreign words and place the word or phrase in parentheses. Italicize the words being translated.

Garder au froid ("keep refrigerated") is a French term.

Square Brackets

- Use square brackets around words that need to be in parentheses within parentheses.

Square Brackets

The movie theatre was at full capacity (for the third [night] in a row) so everyone was pleased with the production.

Foreign Words in English Text

- Italicize foreign words in English text.

Foreign Words

The first-time buyer provided a *bona fide* offer for the house.

- Exceptions to this rule include foreign words that are well known due to frequent use in the English language. (Consult a dictionary.)

Foreign Words
Aficionado
Laissez-faire
Versus
e.g.
Siesta
et al.

People's Names

- State a person's name fully and accurately the first time it is used, and then use only his or her last name in subsequent references unless two people have the same last name. If two people have the same last name, list their names in full on subsequent references.
- Formal titles (Mr., Ms., Mrs., Dr., Professor, etc.) are not used when referring to people.

People's Names	
First Reference	*Subsequent Reference*
Michael Gary Stemmer, Jr.	Stemmer
Matthew Christopher Wilkerson, III	Wilkerson
Edgar Allen Poe	Poe
Sigmund Freud	Freud (not Dr. Freud)

Titles of Works

- In a title or a subtitle, capitalize the first word, the last word, and all principal words.
- Italicize titles and use upper and lowercase lettering.

Charlotte's Web (book)

The Impact of Communication on Job Satisfaction: A Qualitative Analysis (paper)

The New York Times (newspaper)

Jeopardy (television program)

People (magazine)

Macbeth (play)

Obtaining a Real Estate License (pamphlet)

Romeo and Juliet (ballet)

- Use quotation marks for titles of works published within larger works.

Titles of Works

"The Millennial Generation" (article)

"Walking on Pins and Needles" (essay)

"The Economy: Post World War II" (book chapter)

"Priscilla Leaves Home for the First Time" (television episode)

"No Man is an Island" (short poem)

"Marketplace" (radio program)

"American Pie" (song)

- Do not italicize or use quotation marks for sacred writings.
- Italicize individual published editions of sacred writings.

King James Version
Talmud
Luck
Bible
Koran
Gideon's Bible
Upanishads: Selections for the Modern Reader
Talmud of the Land of Israel

- Do not italicize or use quotation marks for laws (or acts or political documents), musical compositions (identified by form, number, and key), series, societies, buildings, monuments, conferences (seminars or workshops), or courses.

Titles of Works

AARP Annual Conference
College of Business Administration
Taj Mahal
Statue of Liberty
J. Paul Carey Society
Advanced Literature 2120

- Do not use italics, quotations marks, or capital letters for words indicating divisions of works.

chapter 6
introduction
act 7
preface
index
scene 2

Quotations

Prose

- Use quotations marks and incorporate the quotation in the text if it is four lines or less. (Quotations can occur anywhere in the sentence.)
- If no parenthetical citation is needed, punctuation is placed inside the last quotation mark.

> Kathleen Morrison, in her pamphlet, *The World is an Oasis,* wrote the thought-provoking line, "We view the world not from the perception of others, but from the perception of self."
>
> During that period, Cynthia Geathers experienced "the best days of her life" and "the worst days of her life."

Quotations: Prose

- If a parenthetical citation is needed, the punctuation is placed after the citation, followed by the sentence punctuation.

> Kathleen Morrison, in her pamphlet, *The World is an Oasis*, wrote the thought-provoking line, "We view the world not from the perception of others, but from the perception of self" (19).
>
> During that period, Cynthia Geathers experienced "the best days of her life" and "the worst days of her life" (46).

- Quotations longer than four lines require a colon or comma after the introductory phrase. Insert the blocked quotation (indented one inch from the left margin with no quotation marks).
- If a blocked quotation is needed, the punctuation is placed after the citation.

- Doublespace the blocked text.

To confront and conquer challenges, Catherine Pulsifer notes the following:

> We are all faced with challenges at some point in our lives, challenges that we did not create. Challenges that happened beyond our control. The difference is how we respond to these challenges. You can adopt the attitude that there is nothing you can do, or you can see the challenge as your call to action (63).

- The first paragraph is not indented.
- If two or more paragraphs are quoted, the first line of the second and subsequent paragraphs are indented an additional quarter inch.

Quotations: Prose

Trying to encourage everyone that the world actually is a wonderful place, Kathleen Morrison noted:

> The times may seem troubling, but they are actually an opportunity for improving life on this great planet. People of all nations can unite to overcome just about any type of obstacle they encounter. Differing cultures, societal norms, and customs actually strengthen us because they promote diversity. All people's ideas do not have to be the same. In fact, dissimilar thinking promotes the exchange of different viewpoints, which encourages the examination of differing perspectives for problem resolution . . . .
>
> This is good information . . . so use it well and prosper. This world is an oasis, so use it to your advantage . . . (21).

Poetry

- Use quotation marks and incorporate in text if quotation is three lines or less. (Quotations can occur anywhere in the sentence.)
- Use a forward slash (with a space on each side) to separate individual lines.
- Parenthetical citations (with line numbers) are placed after the last quotation mark and before the punctuation at the end of the sentence.

Quotations: Poetry

> Robert Frost profoundly defines poetry in the following manner: "Poetry is when an emotion has found its though and the thought has found words" (9).
>
> Betsy Willis provides the following motivational thoughts: "You'll never be brave if you don't get hurt / You'll never be successful if you don't encounter failure" (18-19).

- Quotations longer than three lines begin on a new line (indented one-half inch from the left margin with no quotation marks).
- If the direct quotation is longer than three lines, parenthetical citations follow the punctuation at the end of the sentence.

> Lord Byron defines nature in an angelic, innocent fashion:
>
> There is pleasure in the pathless woods,
> There is a rapture on the lonely shore,
> There is society where none intrudes,
> By the deep Sea, and music in its roar:
> I love not Man the less, but Nature more. (22-24)

Drama

- Set off a quotation from the text for two or more characters in a play.
- Begin the dialog next to the character's name (all capital letters, indented one-half inch from the left margin). Follow the name with a period, and start the dialog.
- Indent all subsequent lines of a character's dialog an additional quarter inch.
- Start a new indented line when the dialog switches to another character (following the same guidelines for the first character).
- Follow prose and poetry guidelines for other aspects of formatting.

Quotations: Drama

In his book titled, *The Godfather*, Mario Puzo pens the following dramatic scene:

> DON. Are you willing to take my advice this time?
>
> JOHNNY. I can't marry Ginny again, not the way she wants. I have to gamble, I have to drink, I have to go out with the boys.
>
> DON. I didn't tell you to get married again. Do what you want. A man who is not a father to his children can never be a real man.
>
> JOHNNY. Godfather, not all women are like old Italian wives. Ginny won't stand for it.

Punctuation (periods, question marks, exclamation points)

- Avoid exclamation points unless used in direct quotations.
- All punctuation is outside of the closing quotation mark unless it is part of the actual quotation.
- End punctuation is placed after the citation.

Original (taken from an article by Michael Heberling)

The health care situation in the United States is such that we need to take immediate action!

Quotation

Heberling assaulted "the health care situation in the United States . . . " (36).

Did Heberling assault "the health care situation in the United States . . . " (36)?

Intense drama followed Heberling's assault on "the health care situation in the United States . . . " (36).

Heberling stated, "The health care situation in the United States is such that we need to take immediate action!" (36).

Quotations: Punctuation

- Following are examples of periods, commas, and ellipses used with quotation marks:

Original

I can only say that on the surface my client appears to be guilty, but evidence will show otherwise.

Quotation

McGregor noted, " . . . on the surface my client appears to be guilty, but evidence will show otherwise" (211).

Original

If you take the time to read what I have written, you will better understand my position.

Quotation

" . . . take the time to read what I have written . . . ," he told me (92).

- If the quotation is a question, the question mark is placed inside the closing quotation mark.

The flight attendant asked the pilot, "Can I get you something to drink?"

- If the quotation ends a sentence that is a question, the question mark is placed outside the closing quotation mark.

Quotations: Punctuation

Do you believe that the evidence may have been "altered"?

- If the question mark occurs where a period or comma are typically utilized, the period or comma is omitted.

"Is it better to listen more or speak more?" Karsten pondered.

- Use single quotation marks to set off a quotation within a quotation.

McGregor whispered to his client, "On the surface, the case appears to be an 'open and shut' one, but the evidence will prove otherwise."

Ellipses

- Sometimes writers omit words, phrases, or sentences from passages in order to convey information with shortened quotations.
- The resulting quotation must accurately represent the original source.
- An ellipsis within a sentence uses three periods (with a space before each and a space after the last).
- If a parenthetical citation is needed, it is placed after the last quotation mark, followed by the sentence punctuation (after the final parenthesis).

Quotations: Ellipses

Original (extracted from an article by Michael Drewsky and Patrick Jameson)

> Food safety, based on the seven principles of HACCP, protects the public from pathogens in our food supply, which is of great importance to many consumers.

With ellipsis

> Drewsky and Jameson indicate that "food safety . . . protects the public from pathogens in our food supply, which is of great importance to many consumers" (21).

- An ellipsis at the end of a sentence uses four periods (with no space before the first or after the last).
- An ellipsis at the end of a sentence with no parenthetical reference uses four periods (with no space before or after the last). An ellipsis with a parenthetical reference uses three periods (with no space before or after the last) because the last period/punctuation comes after the parenthetical reference.

Original (extracted from an article by Michael Drewsky and Patrick Jameson)

> Food safety, based on the seven principles of HACCP, protects the public from pathogens in our food supply, which is of great importance to many consumers.

With ellipsis

> Drewsky and Jameson indicate that "food safety, based on the seven principles of HACCP, protects the public from pathogens in our food supply . . . " (21).

Author-Page Citations

- Following are examples of books, magazine articles, or journal articles with single authors (cited in text or in a parenthetical reference).

Samuelson mentioned in his book that Bob Seger rocked at the Pontiac Silverdome before it was imploded (168).

Bob Seger rocked at the Pontiac Silverdome in its last event before it was imploded (Samuelson 168).

- Following are examples of books, magazine articles, or journal articles with multiple authors (cited in text or in a parenthetical reference).
- Use *et al.* if the work has more than two authors.
- Spell out the word *and.*

Physicians such as Cyman, Hoban, and Richards support the vaccination process (24-32).

Other physicians have opposing viewpoints (Cyman et al. 36-43).

Author-Page Citations (continued)

> Robinson maintained that energetic workers proved to be "happy and satisfied" (89), while Wilkerson believed them to be "committed" (101).
>
> Montana noted, "An organized, carefully crafted plan that systematically focuses on workplace hazards and employee training is critical . . ." (41).
>
> It makes perfect sense that "an organized, carefully crafted plan that systematically focuses on workplace hazards and employee training is critical . . ." (Montana 41).

Author-Page Citations

- When citing an entire work without page numbers (print, non-print, performance, or electronic publication), the title is italicized in text (rather than cited in a parenthetical reference) or simply referred to using significant individuals (authors, editors, directors, performers, etc.).

> *In text*
>
> Workman's *The Effect of Climate Change* asserts that human activities have a significant impact on climate change.

- For multiple works by the same author (cited in text or in parenthetical reference), cite the author, title (italicized), and page numbers.

> Multiple sleep disorders can be diagnosed at an early age (Wisnewski, *Psychology Now* 85-89).
>
> Wisnewski indicates in *Psychology Now* that multiple sleep disorders can be diagnosed at an early age (85-89).
>
> Wisnewski acknowledges that multiple sleep disorders can be diagnosed at an early age (*Psychology Now* 85-89).

- For authors with the same last name, use the first initial and last name (or full name) in all references.

> Robert Bachman noted that the economy is due for a sharp correction (8).
>
> Other economists, however, believe the upward trajectory will remain consistent (R. Bachman 22).

- For an unknown author, cite the full title in text or a shortened version of the title in a parenthetical reference. (Use quotation marks for article titles and italics for book, newspaper, periodical, etc. titles.)

In text

> In the article "Effective Time Management Skills," time management is defined as the decision-making process that structures, protects, and adjusts a person's time to changing environmental conditions (44).
>
> Time management is defined as the decision-making process that structures, protects, and adjusts a person's time to changing environmental conditions ("Effective Time Management Skills" 44).

Author-Page Citations

- For a whole volume work of a multi-volume set cited in a parenthetical reference, cite the author (with a comma), and *vol.* (before the number).
- For a whole volume work cited in text, write the word *volume* (before the number).

> Upon request, most police departments will provide security checks for individuals who plan to go on vacation (Jacobson, vol 1).
>
> In volume 1, Jacobson notes that, upon request, most police departments will provide security checks for individuals who plan to go on vacation.

Author-Page Citations (continued)

- For a corporate author or government publication, cite the author and page number(s).

> The United States Department of Justice reported the Commercial Retail Workers Union (CRWU) is completely against merit based wage increases (41).
>
> A recent report stated the Commercial Retail Workers Union (CRWU) is completely against merit based wage increases (United States, Department of Justice 41).

- Electronic and online sources typically do not have page numbers, so cite the author.
- Cite *par.* (before the paragraph number) in a parenthetical reference if the source uses a paragraph numbering system.

Author-Page Citations

> *Electronic or online source without numbered pages or paragraphs:*
>
> There is document evidence that people are not generally accurate in self-evaluating their time management proficiency (Smithson).
>
> *Electronic or online source with numbered paragraphs and no page numbers:*
>
> American Express was voted one of the best places for working mothers to be employed (Johnson par. 3).

- For novels or plays, add helpful information such as chapter numbers (in addition to page numbers).
- Cite page number first (with a semicolon), then *ch.* (before the chapter number).
- List the chapter number or a similar designation if that is the only information available. List page numbers if available.

Anthony Rybinski appears in *How to Successfully Work in Teams,* but he has difficulty with his dealing with his colleagues (49; ch. 2).

In *The Dealings Next Door,* Richard Brandson discovers that his neighbor is selling illegal drugs (ch. 4).

- For sacred writings (Bible, Torah, Koran, Sermons, etc.), cite the book, and separate the chapter and verse with a period.

And he who was seated on the throne said, "Behold, I am making all things new." Also he said, "Write this down, for these words are trustworthy and true" (Rev. 21.5).

- For a personal interview, cite the person's name (in text or in a parenthetical reference).

Author-Page Citations

Rocking Robert Seger discussed how he has minimized his tours over the past few years.

"I'm getting way too old and tired for month-long tour events" (Seger).

Avoiding Plagiarism

Plagiarism is a growing problem in educational institutions both domestically and internationally. The word *plagiarize* is defined in *Merriam Webster's Collegiate Dictionary* (10th edition) as, "to steal and pass off (the ideas or words of another) as one's own" (888).

Plagiarism can take one of two forms: intentional or unintentional. When a writer knowingly uses other authors' works without providing appropriate reference citations, he or she is intentionally plagiarizing. If, on the other hand, a writer uses others' thoughts or ideas and does not realize that credit must be provided, he or she is guilty of unintentional plagiarism. Unfortunately, both types of mistakes can result in serious academic consequences. When plagiarism occurs, some institutions may require that the student receive a failing assignment grade; others may insist on a failing course grade; others may place the student on academic probation; and, in extreme cases, some institutions may actually expel the student.

It is incumbent on the writer to be forthright and honest with regard to using original and/or existing writing. Plagiarism can be easily avoided if the writer simply provides appropriate credit when borrowing ideas or citing directly from another individual's work.

When paraphrasing (rewording) work from another author, the writer must provide credit to the person who developed the original work. This simply acknowledges the fact that the paraphrased material was the work of another individual. It is not primary data (original); rather it is secondary data (information already in existence).

Likewise, when citing a direct quotation, appropriate credit must be given. Again, this signifies that the quotation is provided by another individual. When citing verbatim (using another person's exact wording), the borrowed material must be placed in quotation marks or a block indent and properly cited.

Please note the following examples of plagiarism:

Avoiding Plagiarism

- *Copying word for word without source citation.* This occurs when information is copied and pasted without any type of credit being given to the original source.
- *Copying word for word without proper source citation as a direct quotation.* This occurs when information is copied and pasted, but credit is given to the source in the wrong form (as paraphrasing rather than a direct quotation).
- *Copying certain portions word for word and inserting some original words without source citation as a direct quotation.* This occurs when limited original content is added to disguise the fact that the information is copied verbatim from the source (credit is wrongly given as paraphrasing).
- *Changing wording, but keeping the basic content the same without source citation.* This occurs when information is not copied verbatim, but the message remains unchanged, and credit is not given to the original source.
- *Not citing every source, whether direct quotation or paraphrased.* This occurs when at least one source is not credited for the information cited.
- *Citing non-existent or inaccurate sources.* This occurs when information is completely made up or exaggerated when taken from the source.

- *Citing sources accurately, but there is little or no original work.* This is not necessarily plagiarism, but it is a form of academic dishonesty because value was not added to the content taken from the sources and the document is almost entirely direct quotations.
- *Citing sources accurately with original work, but the document was previously submitted for another course.* This occurs when a student submits work for one course that has been previously submitted for another course, which is not allowable in most academic institutions because it is unethical.

Part Three:
The Works Cited Page

Every MLA document should include a works cited section at the end of the document listing all references. Every reference cited in the text should be listed on the Works Cited page, and every reference listed on the Works Cited page should be cited in the text.

References allow readers to find and utilize sources cited in text. References also indicate the vigilance of the writer, so particular attention should be paid to details (spelling, punctuation, publication dates, accuracy, etc.). Most importantly, references give proper credit to authors for their work.

Guidelines for the MLA Works Cited page include the following:

General Comments

- Use 8½ by 11 inch (non-erasable type) paper.
- The heading is *Works Cited* (centered, in upper and lowercase letters).
- All pages contain a continuous running head with the author's last name followed by one space and the page number (positioned one-half inch from the top and flush with the right margin).
- Margins are one inch around the entire document.
- Use left justification only (no right or full justification).
- Entries are double spaced between and within. (Examples are single spaced in this book to save space.)
- An easily readable type or font is used (example: Times New Roman – 12 point).
- Bold type or font should only be used in Level 1 headings.
- Print only on one side of the paper (not both sides) unless requested by instructor.

- The first line is flush left, with the following lines (if any) indented one-half inch (hanging indentation).
- Automatic hyphenating features on word processing programs are turned off.
- Entries are listed in alphabetical order by authors (using surname of first author, followed by surname of second author, etc.), associations (if the work is authored by an organization), or titles (if the author is unknown or the work is anonymous).
- Professional credentials, titles, affiliations, and degrees are not used (PhD, JD, MD, Sir, Lady, Saint, etc.).
- Titles beginning with numbers should be listed as such and alphabetized as if they began with the written word. For example, *1990: A Great Baseball Year* should be listed as *1990: A Great Baseball Year* and alphabetized as if it began with *Nineteen Ninety*.
- Do not alphabetize by *A, An,* or *The*.
- If publication date is approximated (i.e. *circa 2019*), record as given. If publication date is uncertain (i.e. *probably 2019*), insert a question mark (?) after the date.

General Comments

circa 2019	is used for an approximated date of 2019
2019?	is used for an uncertain date of 2019

Numbers

- Titles beginning with a numeral are spelled out.

Numbers

Page Numbers

- Page numbers are listed as follows:

1-9 *is used for* page 1 through page 9

12-19 *is used for* page 12 through page 19

33-42 *is used for* page 33 through page 42

249-56 *is used for* page 249 through page 256

492-503 *is used for* page 492 through page 503

Page Numbers

- Do not underline or italicize.

Abbreviations

- Acceptable abbreviations for months are the following:

Jan. *is used for* January

Feb. *is used for* February

Mar. *is used for* March

Apr. *is used for* April

May *is used for* May

June *is used for* June

July *is used for* July

Aug. *is used for* August

Sept. *is used for* September

Oct. *is used for* October

Nov. *is used for* November

Dec. *is used for* December

Abbreviations: Months

Publishers

- In general, record the name of the publisher as written in the work being cited. Exceptions include those listed below.

- Omit *A, An,* and *The* when used as an introductory word in a publisher's name.
- Omit *Corp., Co., Inc., Ltd.*, and *LLC.*

Abbreviations: Publishers

Johnson *is used for* Johnson Corp.

Bethanials *is used for* Bethanials, LLC.

Dewitt *is used for* The Dewitt Co., Ltd.

- Omit *Press* (use *P*).
- Omit *University* (use *U*).

Baltimore UP *is used for* Baltimore University Press

- Other abbreviations:

Abbreviations: Other

ed. *is used for* edition

e.g. *is used for* example

fig. *is used for* figure

no. *is used for* number

P *is used for* Press

p. *is used for* page

par. *is used for* paragraph

pp. *is used for* pages

rev. *is used for* revised

2nd ed. *is used for* second edition

sec. *is used for* section

supp. *is used for* supplement

trans. *is used for* translation

U *is used for* University

UP *is used for* University Press

vol. *is used for* volume

When Listing by Author(s)

- List authors in the order they are listed on the original source
- First, last, and middle names are used (if available).

An article authored by Michael Eugene Comos:

Comos, Michael Eugene.

An article authored by Michael E. Comos:

Comos, Michael E.

An article authored by Michael Comos:

Comos, Michael.

An article authored by M. E. Comos:

Comos, M. E.

Listing by Author

- For one author note the following example:

Hartness, Andrew. *Socializing on College Campuses*. U of Michigan P, 2020.

- Sources with three or more authors use *et al.*

Sienkiewicz, John Henry, et al. *Great High School Athletes Transition into Coaching Roles*. Harper, 2020.

Note: Invert the first author's name but not subsequent authors.

- For multiple citations by the same author(s) use the following:
  - List the name(s) in the first entry only.
  - Type three hyphens or three em dashes in each additional entry (to represent the name or names) followed by a period.

When Listing by Author(s) (continued)

- List entries in alphabetical order by title.

Rawle, Barbara J., and Michael Bojelay. *Commercial Real Estate Bargains*. Johnson Publishing, 2018.

---. *Light Industrial Real Estate Bargains*. Johnson Publishing, 2020.

---. *Residential Real Estate Bargains*. Johnson Publishing, 2009.

- For multiple citations by the same first author, list in alphabetical order by the second author's surname.

Listing by Author

Talbot, Brian Patrick. *Marketing Retail Cosmetics in California*. Buffalo State UP, 2020.

Talbot, Brian Patrick, and Mitchell Clawson. *Bridging the Engineering and Packaging Gap in Cosmetic Manufacturing*. Buffalo State UP, 2009.

Talbot, Brian Patrick, and Jeffery Peace. *Retail Trends in California*. Buffalo State UP, 2018.

- For corporate, unknown, or anonymous author(s), list by the title or association. Alphabetize by the first word of entry.

Encyclopedia of the Midwestern States. McGraw, 2019.

Ian Stewart's Solo Piano Projects. U of California P, 2020.

National Research Team for Drug Abuse. *Cocaine Reality in Rural America*. McGraw, 2020.

Western States Public Library Association Desk Reference. Signet, 2020.

Books

- Detailed entries are generally listed in the following order (some or all of these might be applicable):
  - Author(s)
  - Title (italicized)
  - Editor(s), translator(s), or compiler(s)
  - Edition
  - Volume(s)
  - Series
  - Publisher
  - Publication date
  - Location (pages, URL, etc.)
- In general, list author(s), title (italicized), publisher, and publication year information.

Book Entry

Marlinga, Theodore M. *Medical Methodology for Combating Migraine Headaches*. Houghton Books, 2020.

- See the section *When Listing by Author(s)* for one author, multiple authors, multiple citations by the same author(s), multiple citations by the same first author, unknown or anonymous author(s), and unknown or anonymous author(s) with no publisher.
- For an edited compilation or anthology, note the following example:

Book Entry: Anthology

Malenke, Gary, editor. *From Past to Present: Forty Years of Sound Distribution Advice.* Random House, 2020.

- For a compilation or anthology (play, short story, poem, essay), note the following example:

Poe, Edgar Allen. "The Raven." *The World's Finest Poetry,* edited by Brice Drogasch, U of Cincinnati P, 2018.

Book Entry: Self-Published

- For a self-published book, note the following example:

Bellsworth, Charlene. *Barking and Howling: Sled Dogs in Alaska.* 2021.

Book Entry: Translation

- For a translation, note the following e-book example:

Barton, Joseph James. *The Sander's Codes.* Translated by Don Lewandowski, e-book ed., Wilson Books, 2020.

Book Entry: Edition

- For an edition, note the following example:

Strassberg, Peter J. *Practicing Law in Michigan.* 2nd ed., Wayne State UP, 2020.

- When using only one of many volumes, note the following example:

Roderick, Paul. *Formulas of a Master Sausage Maker.* Vol. 7, Cambridge UP, 2020.

Book Entry: Volume

- When using two or more volumes, note the following example:

Tomszack, Riley. *The American Encyclopedia of Professional Hockey.* Edited by Brett T. Lombardi. Michigan State UP, 2019–21. 3 vols.

Book Entry: Series

- For a series, note the following example (series information is listed as the final element of the entry):

Stiles, Jerome. *Learning the Art of Ballet.* Edited and translated by Erin Hemler, U of Michigan P, 2021. The Dance in Modern Russia 6.

- For specific page numbers referenced, note the following example:

Jagger, Michael P. Afterword. *The Life of a British Rock Star.* By John Sapienza. Harmony, 2019. pp. 243-51.

- For a signed article in a reference book, note the following example:

Book Entry: Article

Melbourne, Dennis L. "Planet Earth." *Living World: An Encyclopedia,* edited by Jante Hayes, vol. 3, Paramount Books, 2020, pp. 49-52.

- For an unsigned article, note the following example:

"Oceans." *Woodson's Nautical Encyclopedia,* edited by Bruce A. Pellman, 2nd ed., Watson Publishers, 2020, pp. 43-49.

Brochures and Pamphlets

- Note the following examples.

Brochures and Pamphlets

The Music of Jason Stein: Modern Influences. Boston Heritage Association, 2021. Brochure.

Wild Birds of North Carolina. National Audubon Society, 2019. Pamphlet.

Government Publications

- In general, if the author, editor, or compiler is known, list first. If the agency bears more importance, the author, editor, or compiler is placed after the title.
- If the author, editor, or compiler is unknown, list the issuing government agency first.

Government Publications

Government Publications (continued)

- Conclude with the title (italicized), publisher, and publishing year.

Government Publications

England, Ministry of Agriculture, Food and Tobacco. *Food Security Threats Within.* Queen's Office, 2021.

Farnsworth, James Randall, compiler. *Catalogue of FDA Listeria Publications, May 4, 2001 – July 5, 2020.* Government Printing Office, 2021.

United Nations. *Manufacturing Progress in Developing Countries.* Calawert Books, 2021.

United States, Committee on Education. *Education Variances in Public Schools.* Sinclair Publishing, 2020.

Published Proceedings of a Conference

- In general, list like a book with added significant information.

Conference Proceedings

Yzerman, Daniel S., and Anthony Randazzo, editors. *Proceedings of the Forty-Ninth Annual Meeting of the Supernatural Phenomenon Society, June 11-16, 2018: Open Discussion Session.* Parker, 2020.

Published Dissertations

- List the institution issuing the degree and type of degree awarded (BA, BS, MA, MS, PhD, etc.).

Dissertations

Bradford, James A. *The Influence of Post-Traumatic Stress on American Gulf War Veterans.* 2019. U of Florida, PhD dissertation.

Journals (with continuous pagination throughout annual volumes)

- In general, list the author(s), article title (in quotation marks), journal title (italicized), volume number, publication date, and page numbers.
- See the section *When Listing by Author(s)* for one author, multiple authors, multiple citations by the same author(s), multiple citations by the same first author, unknown or anonymous author(s), and unknown or anonymous author(s) with no publisher.
- Issue numbers are not required for journals with continuous pagination.

Dalmetti, Christine A. "What is the True Meaning of Spousal Psychological Warfare?" *Marriage and Counseling Review,* vol. 12, 2019, pp. 389-401.

Polanski, James Marshall. "An Analysis of Change in Pop Music Culture." *Journal of Contemporary Music,* vol. 21, 2020, pp. 253-67.

Journals (not printed on consecutive pages)

- Some work in journals is not printed on consecutive pages (they begin on one page and skip to another).
- In general, follow the guidelines for journals, but list only the first page number and a plus sign (+).

Oswald, Linda M. "Gender Stereotypes in Manufacturing." *Journal of Management,* vol. 14, no. 3, 9 Oct. 2019, pp 14+.

Usler, Claude Charles. "A Comparative Analysis of Leadership Styles." *Leadership Quarterly,* vol. 13, no. 2, June 2018, pp. 12+.

Journals (using only issue numbers)

Journals

- Some journals do not use volume numbers, choosing instead to use issue numbers only.
- In general, follow the guidelines for journals (with continuous pagination), but list only the issue numbers.

Howell, Kathleen L., et al. "The Influence of High School Relationships on Adulthood Friendships." *Journal of Social Commentary,* no. 2, 2018, pp. 119-32.

Reviews (of books, performances, or films)

Reviews

- In general, list the reviewer (if applicable), *Review of* title of work (in quotation marks, if applicable), title of the work reviewed (italicized), author (editor, translator, director, etc.) of the work reviewed, publication title (italicized), volume, publishing date (day, month, and year), and pages.

Mingles, Zachary L. "American Classics." Review of *Brave Hearts of Early American Pioneers,* by Anthony Zuccaro. *New Republic,* vol. 12, Aug. 2019, pp. 23-34.

Mellworth, Randy. "New Movie Roles for Television Actors." Review of *Bright Lights in Big Cities*, director Benjamin Wells. *Tallahassee Herald,* vol. 17, Jan. 2018, p. D1.

Review of *Anthology of Modern Dance*, by James Sellman and Gwen M. Barrett. *Times Literary Supplement,* vol. 5, Sept. 2019, pp. 231-43.

Newspapers

- In general, list the author (if signed), article title (in quotation marks), newspaper (italicized), publication date (complete day, month, and year), edition, and page numbers.
- Do not list volume or issue numbers.
- List the city in square brackets (not italicized) if not included in newspaper name.
- Add the edition (if listed) after the date.
- Do not list a wire or news service as the author.
- If the article is not printed on consecutive pages, list the first page number and plus (+).

Newspapers

"Bakery Closing Affects Thousands." *Daily News* [Detroit], 13 Nov. 2020, pp. A2-3.

Wellshire, Linda. "The Pennant Race Heats up in Boston." *Boston Herald,* early ed., 28 Aug. 2020, pp. C1+.

Editorials

- In general, list the author (if signed or *Editorial Board* if unsigned), title (in quotation marks), source (italicized newspaper, magazine, etc.), publication date (complete day, month, and year), edition (if applicable), page numbers, and *Op-ed.*
- Follow the last five bullets under *Newspapers.*

Editorials

Nelson, George. "American Teenagers and Morals." *Newsweek,* 12 Jan. 2018, pp. 21-24. Op-ed.

Editorial Board. "Underage Drinking on College Campuses." *Denver News,* early ed., 14 Mar. 2021, p. C4. Op-ed.

Magazines

Magazines

- In general, list the author (if signed), article title (in quotation marks), magazine title (italicized), publication date (complete day, month, and year if available), and page numbers.
- List volume number, issue number, and date if given.
- If the article is not printed on consecutive pages, list the first page number and plus (+).

"Careers in Veterinary Science." *Animal Welfare*, vol. 2, no. 1, winter 2020, pp. 16-18.

Stevens, Stephanie. "New Retirement Strategies for Baby Boomers." *Money Management*, May 2019, pp. 115-21.

Wompler, Peter K., and William Gates. "Website Design for Small Business." *Savvy Tech*, 6 March 2020, p. 22+.

Television Series or Radio Programs

Television or Radio Programs

- In general, list the episode or segment title (in quotation marks), program title (italicized), significant individuals, related details (season, episode), publishing information, and original air date (if known).

"Swimming in Michigan Lakes." *Summer Sports Documentaries*, narrated by Andrea Hughes, directed by Michael Bentley, season 3, episode 6, CBS Television Network, 17 Jan. 2021.

Music Videos

- In general, list performer, song title (in quotation marks), album title (italicized), manufacturer, date of song, significant individuals (director, producer, etc.), and channel.

Music Videos

Richards, Keith. "Eileen." *Main Offender,* Virgin, 1988, VH1.

Songs

- For a specific song, list the song title in quotation marks, recording date (if available), and source.

Songs

Samuals, Rita. "My Favorite Love Song." Sony Music, 2021, *Spotify* app.

Film or Videos

- In general, list the title (italicized), director (producer, choreographer), performers, distributor, and year of release.

Film or Videos

Living For Tomorrow. Directed by Mitchell Shockey, performance by David Reed, Christopher Cadjun, Tia Presnal, and Paul Gellstone, Miramax, 2018.

Performance (concert, opera, ballet, or play)

- In general, list the writer, title (italicized), significant individuals (director, performer, etc.), performance company, performance date, performance site, and performance city.

Performances

Shakespeare, William. *Hamlet.* Directed by Daniel Ramirez, performance by Michael Whidden and Janet Ellis, Crystal Theater Company, 12 Oct. 2020, Magic Bag Theater, Detroit.

Interviews (broadcast, published, or recorded

- In general, list the person interviewed, interview title (in quotation marks – otherwise list *Interview* or *Interview with . . .*), interviewer may be added if known, interview source (italicized – program, publication, or recording), interview date (day, month, and year), and pages (if applicable).

Interviews

Brinser, Harold. Interview by Cindy Harsbaugh. *Radio Nation,* National Public Radio, WEDQ, 27 May 2019.

Fonda, Angela. "Running a Successful Business Interview." *Meet The Entrepreneur,* 12 Aug. 2019.

Personal Interviews (Personal Communication)

- In general, if the researcher conducted the interview, list the name of the person interviewed and the type of interview (*personal interview; e-mail interview; telephone interview*) and the date(s).

Personal Interviews

Cantrell, J. M. Telephone interview with author. 23 Dec. 2020.

Kilpatrick, K. K. Personal communication with writer. 22 July 2020.

Williams, Michael F. E-mail interview with cardiac surgeon. 12 May 2020.

Lectures or Speeches

- In general, list the presenter (lecturer or speaker), presentation title (in quotation marks), meeting, sponsoring organization, presentation date (day, month, and year), and presentation location.

Lectures or Speeches

Mihalec, Alan. "Computer Systems for Newspaper Delivery." Distribution Forum. National Newspaper Convention, 17 Nov. 2019, Palmer House Hotel, Chicago.

Lectures or Speeches

E-Books

- In general, list authors, title (italicized), version (E-book ed.), publisher, and publishing date.
- Use *E-book* after end punctuation and use *e-book* after a comma.

E-Books

Reinhardt, Kevin William. *My Life as a Defense Lawyer in New York City.* E-book ed., Benson Books, 2021.

Audiobooks

- In general, list authors, title (italicized), narrator, version (audiobook ed.), publisher, and publishing date.

Audiobooks

Shane, Jennifer. *Breaking Down Barriers to Financial Success.* Narrated by Gina Alfano, audiobook ed., Boston Audioworks, 2020.

Internet Sites (including professional websites)

- In general, list author (compiler, director, editor, etc.), title (italicized if independent or in quotation marks if part of a larger work), title of overall website if different than title (italicized), version or edition (if applicable), publisher or sponsor, publication date (if available), page numbers (if available), and URL.
- List URL that is copied in full from the web browser. Omit *http://*.

Internet Sites (continued)

- Note that this does not include library databases.

Internet Sites

Calvert, Diana. "Making Podcast Commercials." *Podcast Nation*, 17 Jan. 2021, www.jotadvertisers.com/culture/2021/04/aiat-on-podcasts.

Solarz, Michael E. "Funding Your Retirement." *Wealth Information Page*, 24 May 2019. www.wip.com support/howto/retire/researchpoint/mgnpimportdata.html.

Online Books

- An e-book is an electronic or digital book that is file formatted for reading on an electronic device, e-reader, or app while an online book can only be read on the internet.
- In general, list authors (if no author, list editor, compiler, or translator), title (italicized), editor (compiler or translator), original publisher, original publication year, Internet site (italicized), site editor, version, electronic publication date, sponsoring organization (or institution), and URL.
- If all of this information cannot be found, list whatever is available.

Online Books

Anderson, Patricia R. *Watchful Eyes of Society*. Edited by Annette Birko. *American Security Information Page*, 2018, www.asipnow.org/art/445/cf.

Watson, Patricia, and Linda Kilmer. *Socialist Perspectives on War*. Edited by Keisha Wells. *United Women for Justice*, 2020, www.unitedwomen.org/forc/ddt/edu/9880/td.

Online Government Publications

- In general, if the author, editor, or compiler is available, list first (unless the agency bears more importance, then the author, editor, or compiler goes after the title).
- If the author, editor, or compiler is not available, list the issuing government agency first.
- Conclude with the title (italicized), original publisher, original publishing year, and URL.

Online Government Publications

United States. Dept. of Agriculture. Office of Food Safety and Inspection Service. *Preventing Listeria in RTE Meat.* Government Publishing Office, 2018, www.gpo.gov/doc/ovr/6779/.

United States. Dept. of Energy. Office of Natural Resources Preservation. *Alternatives to Oil.* By Howard L. Weinberger, 2020, www.dee.gov/tru/hmj/8890/.

Zucharro, Donald, ed. *List of DNR Approved Consultants for Hunting Safety.* McGraw, 2019, www.dnr.gov/dds/era/8778/.

Online Journals

- See the section *When Listing by Author(s)* for one author, multiple authors, multiple citations by the same author(s), multiple citations by the same first author, unknown or anonymous author(s), and unknown or anonymous author(s) with no publisher.
- In general, list the author(s), article title (in quotation marks), journal title (italicized), volume number, issue number (or other identifying number), publication date, page numbers (paragraphs or other sections if they are numbered), URL, database or DOI.

Online Journals (continued)

- Note that for online works, a DOI (digital object identifier) is preferred over a URL because it is more concise and remains attached to the source while a URL can change. Researchers should follow the preferences of their instructors when making decisions regarding DOIs or URLs (including permalinks which are URLs intended to be permanent).
- If a URL is used, list the URL at the end.

Jenson, Lori. "Age Factors in Marriage." *Marriage and Family Quarterly*, vol. 11, Nov. 2020, pp. 112-23, www.jmfq.com/raw/rte/9221/.

- If a database is used, state the database (italicized) before the URL.

Online Journals

Roddy, Juliette K. "Economics of Northern Michigan Indian Tribes." *Native American Review*, vol. 21, 2019, pp. 291-304. *Academic OneFile*, www.onefile.com/libraries/academic/databases/.

- If a DOI is used, cite the DOI in place of a URL.
- DOIs need *https://*.

Engler, Jason T. "Modern Dance in Japan." *Dance Quarterly*, vol. 12, no. 2, Dec. 2020. *Project Muse*, https://doi.org/10.1345/cad.2017.0044.

Online Journal PDF

- In general, list the author(s), article title (in quotation marks), journal title (italicized), volume number, issue number (or other identifying number), publication year, page numbers (paragraphs or other sections if they are numbered), database name (italicized), URL, and PDF download.

Jenson, Samuel. "The Art of Aztec Civilization." *Harvard University Literary Gazette*, vol. 60, no. 3, May 2019, pp. 141-53. *JSTOR*, www.jstor.lorg/aztec/4475844. PDF download.

Online Journals

Online Dictionary

- In general, list word, word type (italicized noun, verb, adjective, etc.), word definition number (in parentheses if available), dictionary title (italicized), publishing date, and URL.
- Note that one set of quotation marks go around the word, word type, and word definition number.

Online Dictionary

"Carriage, *N.* (2)." *Merriam-Webster*, 2017, www.merriam-webster.com/dictionary/carriage.

Online Newspapers

- In general, list the author (if signed), article title (in quotation marks), newspaper (italicized), publication date (complete day, month, and year), and URL.

Online Newspapers

Galverson, Molly. "Waste in American Grocery Stores." *New York Times on the Web*, 14 June 2019, www.nytw.com/ayy/tre/88/.

Wilson, Daniel G. "Computer Programs for Tax Preparation." *Detroit News*, 7 Oct. 2020, www.detroitnews.com/art/dai/9981/.

Online Magazines

- In general, list the author (if signed), article title (in quotation marks), magazine title (italicized), publication date (complete day, month, and year if available), and URL.

Online Magazines

Robinson, Thomas P. "Turning Sales Ideas into Profit." *Newsmaker.com,* 23 Oct. 2019, www.newsmaker.com/sales auth/554/.

Turner, Bernice. "Calculators for High School Students in Advanced Math." *Education and Technology Online*, Jan. 2019, www.eto.com/change/auth/9932/.

Online Reviews (of books, performances, or films)

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- In general, list the author (if signed or *Editorial Board* if unsigned), title (in quotation marks), source (italicized – newspaper, magazine, etc.), publication date (complete day, month, and year), and URL.

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- In general, list the author (if signed), title (in quotation marks if available), source (italicized – newspaper, magazine, etc.), publication date (complete day, month, and year), and URL.
- Note that *Letter* is inserted after the author if no title is available.

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Bevoc, Louis. Letter. *Alabama Herald Online*, 23 Nov. 2019, www.alherald.com/edi/ltt/7744/.

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- In general, list the person interviewed, interview title (in quotation marks – otherwise list *Interview* or *Interview by . . .*), interviewer may be added if known, interview source (italicized program, publication, or recording), interview date (day, month, and year), and URL.

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- In general, list significant individual(s), segment title (in quotation marks), program title (italicized), network, call letters of station (if available), broadcast date (day, month, and year – if available), and URL.

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- In general, list artist, piece title (italicized), publication date, location, and URL.

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Online Poems

- In general, list author, title (in quotation marks), publication date, and URL.

Online Poems

Brennan, Colleen. "The Seeds of Life," Jan. 2018, www.rtu.edu/poetry/seeds/2018.

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- In general, list title (in quotation marks), source (italicized – organization or institution), publication date, and URL.

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- In general, list cartoonist, title (in quotation marks), source (italicized – organization or institution), access date (if publication date is not available), and URL.

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Kelly, William. "The Martins." *Montgomery News Online*, accessed 22 July 2020, www.montnews.com/car/trg/56867/.

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Online Advertisements

- In general, list the advertisement (in quotation marks), publisher (italicized), uploader, publishing date, and URL.

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Blogs

- In general, list the blogger, blog title (in quotation marks), publisher (italicized), publication date, URL, and publisher section (if available)

Smith, Yolanda. "Perishable Memories." *The Urban Review*, 14 May 2021, www.theurbanreview.org/blog/2021/05/21/the-urdan-review/. The Weekly.

E-mail Communication

E-mail ommunication

- In general, list the writer, description of e-mail, and e-mail date.

Popovich, Michelle. E-mail to Jeremy Smith. 14 Feb. 2021.

Text Messages

Text Messages

- In general, list the writer, description of text, and text date.

Ungler, Salvatore. Text message to Jeffrey Smith. 23 Nov. 2020.

Part Four:
Sample Paper

The following excerpts come from an article titled, *Modern Leadership*. Some changes have been made to the original document to adhere to the MLA standards described in this handbook. Because only portions of the text have been retrieved, the reading is not verbatim from the actual article. References have been altered and may not be actual accessible resources.

The paper is double-spaced with one-inch margins, though it might not appear that way in this publication due to typesetting.

Reginald A. Chuldress
Professor Sweldini
Business 312
13 May 2021

Modern Leadership

A search for *leadership* on Google yields billions of results; thereby indicating the topic is quite popular (Wellshire 203). People want to understand the concept of being a leader for a variety of different reasons. Some of these reasons are personal while others are professional or spiritual, but the point is that leadership is a topic that many individuals are interested in learning about.

In business, leaders maximize the impact of people to achieve organizational goals and objectives. There are many ways to do this, but certain factors of leadership need to be present if people are expected to move toward accomplishing those goals and objects. These factors include those listed below.

Integrity

Integrity is the quality of having strong moral and ethical principles and beliefs, and it is arguably the most important trait of leaders because, without it, success is difficult . . . if not impossible. Employees want leaders with integrity because they know those leaders will do what is best for their organizations rather than themselves. Their decisions impact workforces and create a culture of responsibility and ethical awareness throughout.

In an article in *Digital Workers Review*, Stephano Health found that leaders with high integrity clearly define

After the Running head, double space to the author's name, professor's name, course name and number, and date (day, month, year). Double-space to the title of the paper.

Title is centered; double space before and after the title.

Authors and page in parenthetical citation

Double space entire document; use 1" margins for all sides.

First-level heading. In order to have any level heading, at least two of the same headings must be included within the paper.

Ellipses within a sentence – space, period, space, period, space, period, space..

Page header is ½" from the top of the page and 1" from the right margin. It consists of the author's last name, a space, and the appropriate page number.

right and wrong by establishing values. They avoid the *do as I say, not as I do* mentality that exists in many work-places because they realize their words and actions have a major impact on the behavior of their employees. They also realize that the trust that their employees have in them is based on their integrity . . . and failure to obtain that trust can lead to employee-employer relationships that are dam-aged beyond repair.

In his book *Accountable Leadership*, Todd Rydell indicated leaders need to display their integrity by adhering to the following (162):

- *Accountability* – Leaders with high integrity need to hold themselves accountable for their actions and the actions of those who work for them. Passing blame is not the way to earn the trust of others.
- *Reflection* – Leaders with high integrity need to start with themselves when looking for ways to improve. Self-improvement earns the respect of followers.
- *Humbleness* – Leaders with high integrity need to be modest. Bragging is a turn-off as is the exaggeration of accomplishments and taking credit for others' work.
- *Vulnerability* – Leaders with high integrity need to admit that they are not perfect and realize that their employees do not expect them to be. Everyone makes mistakes, including those in charge.
- *Feedback* – Leaders with high integrity need to ask others for their opinions about their behavior.

First-level heading. Heading is flush left, boldface text, and slightly larger than the other font size. If using 12 point, use 13 point for level-one headings.

This includes asking employees for input on decision-making and realizing that every decision they make might not be the best for the situation.

Vision

Author in text

Online magazine article in text

Janice Applegate wrote in an article in *Business News and Reports Online* that leaders must know where they want to go, how they are going to get there, and what they want to accomplish. This vision needs to be clear so everyone understands the basic roadmap and ultimate goals. Leaders who clearly communicate their vision motivate employees to act in ways to achieve the objectives that have been set forth. All employees need to be working toward a common goal, and the resulting momentum will propel the organization forward.

Sandra Alstead found that the most important factors of leadership vision include those listed below (54).

Page only in parenthetical citation.

- Establish direction and purpose. People want to know what they need to do and why they are doing it if they are expected to move forward toward goal accomplishment.
- Involve everyone so they buy into the changes that they are driving. Involved people are motivated to take ownership of their jobs and perform at peak levels.
- Inspire continuous improvement by challenging people to raise the bar. This involves encouraging them to move out of their comfort zones into unknown areas where risks and challenges are present.

- Communicate regularly to keep the vision alive. Frequent reminders keep things fresh in people's minds and at the top of their *to-do* lists.
- Communicate face-to-face to add a personal touch to the experience. Emails are an excellent form of communication, but they cannot replace the effect of personal interaction.

In a nutshell, vision is a critical factor of effective leadership because, without it, there is no direction for those who follow. Leaders with clear vision motivate employees to act with purpose, thereby ensuring that everyone is working toward achieving the same goals and objectives.

Communication

Robert Schubering stated that tactful communication is a crucial skill for effective leadership to actively listen and appropriately respond in a wide variety of situations (21). Active listening involves truly hearing and understanding what people are saying by fully concentrating on their message rather than passively *hearing* it. All senses need to be used to give full attention to the speaker and show interest in the subject matter. Non-verbal cues, such as nodding and making eye contact, indicate interest while encouraging people to continue speaking. The temptation to interrupt, change the subject, or pass judgment should be consciously avoided to prevent speakers from becoming discouraged or feeling as if they were prevented from making their points or establishing their positions.

Empowerment

Astute managers know that employees who perform at peak levels do so because they have taken ownership of their jobs. This ownership is best acquired when employees are empowered to make decisions that impact their work, and that empowerment stems from people in leadership positions.

Empowered employees are motivated employees because they are able to make decisions that affect their jobs.

Timothy Henderson states:

> . . . their ability to have control over what they do and how they do it results in them becoming more engaged in their work. Motivation leads to higher job performance because goal accomplishment is internally driven by personal desires rather than being externally driven by supervisor commands (124).

Block quotation. Entire quotation is indented with no quotation marks.

Commitment

The best workers are often those who are the most committed to the goals, values, and objectives of the organizations that employ them. Quite simply, they believe in what the organization is doing, what it stands for, and why it exists. They also share a vision with workplace leaders about the future of their organization and they will make sacrifices to assure that vision is achieved.

Unfortunately, employees who fit the mold of the above paragraph are not as common as many leaders would like them to be. However, autonomous employees

possess many of the necessary traits which is why they are thought of so highly by organizational leaders. These workers are self-motivated and do not need help from people at the top to take ownership of the jobs, thereby becoming committed to the values and visions of their employers.

Positive Attitude

Without going into too much detail, attitude in the workplace refers to the way employees think about the various situations that they encounter while performing their jobs. It is a psychological state of mind that can fluctuate based on what is happening at specific times, and it can be positive, negative, or somewhere in between.

In her doctoral dissertation, *The Influence of Change on Leadership: A Qualitative Analysis*, Theresa Balsanis found that attitudes are psychological, but they lead to physical changes (34). In workplaces, they influence the behavior of employees which subsequently impacts the way they perform their jobs. Positive attitudes typically result in employees doing their jobs more effectively and efficiently while negative attitudes have the opposite effect.

Title in text

Positive attitudes also make work more enjoyable for employees, and they tend to complain less than their coworkers who have negative attitudes. Autonomous employees work hard to maintain positive attitudes, so they tend to like their jobs and do less complaining. Their ability to always look at the bright side, along with their upbeat nature and hard work ethic, make them a pleasure to work around and supervise.

Persistence

The definition of persistence is not the same for everyone and it often depends on the situation. For example, a basketball player who persistently works at his game so he can get into the starting lineup is typically seen as positive while that same man's persistence in attempting to date his best friend's wife is usually seen as negative.

Persistence is considered to be positive for the purposes of this book and its relationship with commitment. Autonomous employees are persistent because they are motivated to achieve professional goals and objectives. They share the same vision as the leaders of their organizations and they take ownership of their jobs. They strive for effectiveness and efficiency, thereby making their jobs much more than just a way to make money and earn a living.

Autonomous employees also realize that persistence can be the difference between success and failure (Jonavich et al. 49). It does not completely guarantee that they will reach the goals they have set for themselves, but it does guarantee that their failure to achieve those goals will not be from lack of effort.

Multiple authors in text

Performance

In a *Leaders on the Web* interview conducted by Margaret Holmes, James Galston said that autonomous employees perform at high levels because their independence and ability to make decisions motivate them to do their jobs. The workplace freedom they experience results in them feeling responsible for the work they do

Interview in text

and inspires them to continually raise the bar on what they expect from themselves. Higher personal expectations result in a win-win for organizations and workers because the bottom line gets better. Like it or not, most businesses operate on profitability and employee performance has a direct impact on profit.

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Online journal

Dissertation (PhD)

Online interview

Book

Multiple authors from e-book

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Since 1977, the Modern Language Association (MLA) has published a handbook for writers. This handbook is the preferred research guideline for many academic and nonacademic institutions, and it has helped standardize the writing process for millions of people. Specifically, it has been a staple reference for college students composing research papers, and its popularity has grown with each new edition.

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